

SCLEND S Recommended Manuscript Template

Fixed Fields

All Fixed fields as applicable.

006/008 Fixed-Length Data Elements

Variable Fields

This is a listing of fields that a MARC record should have.

020	ISBN; or other numbering system; ISSN, UPC barcode, publisher number; if present on item.
041	Language code
043	Geographic area code
049	OCLC symbol (Each library will need to add their symbol when record is edited.)
082, 092.	One call number from a recognized scheme
100	Main entry - include/establish if applicable
245	Title statement
260	Publication data
300	Physical description
490	Transcribe series if present
500	General note
520	Summary, etc.
521	Target audience note
650	At least 1 or 2 subject headings at appropriate level of specificity from an established thesaurus or subject heading system if available
700	Express primary added entry relationships and important title access information
830	(Established form of series if different from that in field 490) If series is traced, use as appropriate